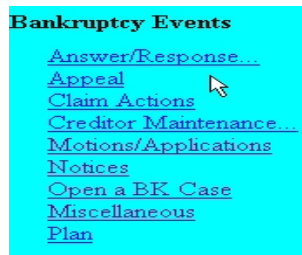
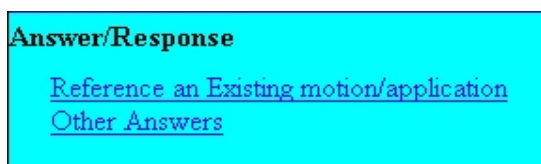


Reply

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the *Main Menu*. Click on **Answer/Response** on the *Bankruptcy Events* menu.

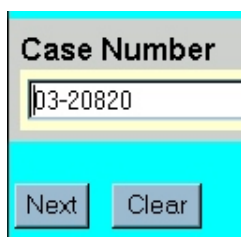


STEP 2 Select the appropriate option by single-clicking on the hyperlink.



- ◆ Click on **Reference an Existing motion/application**.

STEP 3 The **Case Number** screen displays.



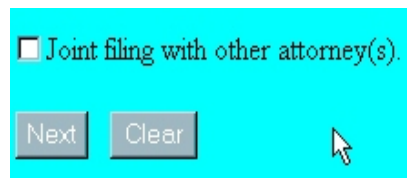
- ◆ **Case Number** - type the case number in YY-NNNNN format, click **Next** to continue.
- ◆ If the computer prompts that you have entered an invalid case number, click on the **Back** hypertext link to re-enter case number.

STEP 4 The select type of **Answer/Response** screen displays.



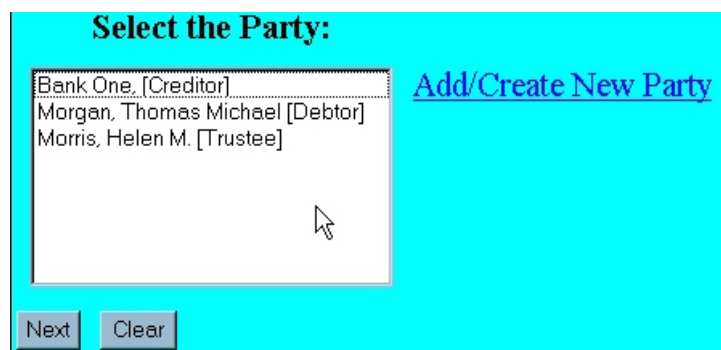
- ◆ Click on the arrow to the right of the box to open the selection drop down box.
- ◆ Click on **Reply**.
- ◆ Click on the **Next** button.

STEP 5 The **Joint filing with other attorney(s)** prompt is displayed.



- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

STEP 6 The **Select the Party:** screen displays.



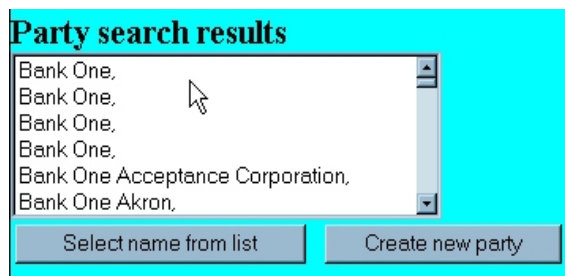
- ◆ If name of party appears, click on the name and click **Next**; proceed to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to **Step 7**.

STEP 7 The **Search for a party** screen displays.



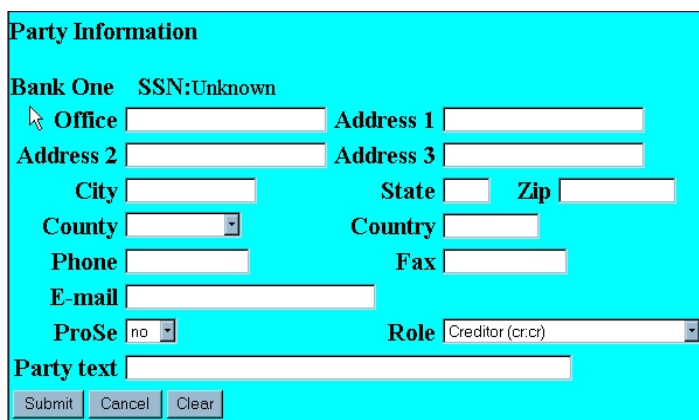
- ◆ DO NOT SEARCH BY SSN OR TAX ID NUMBERS. Search by Last/Business name by entering at least three characters of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on the **Search** button.

STEP 8 The **Party search results** screen displays.



- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 9**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 10**.

STEP 9 The **Party Information** screen displays.



- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 11**.

STEP 10 If you selected **Create New Party** from the *Select the Party* screen, a new **Party Information** screen displays.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on the **Submit** button.

STEP 11 The **Select the Party:** screen displays.

- ◆ Click on the **Next** button.

- STEP 12** If you added a party, the **Attorney/Party Association** screen may display if no previous document has been filed that associates the attorney/client relationship.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ Bank One, (cr:cr) represented by Bailey, G. (aty)

Next

Clear

- ◆ Click on the box to create the attorney/client association.

- STEP 13** The **Select the pdf document** screen appears.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

O:\PDFfiles\Bankruptcy - Reply.pdf

Browse...

Attachments to Document: ☐ No ☐ Yes

Next

Clear

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

- STEP 14** The **Certificate of Service** screen displays.

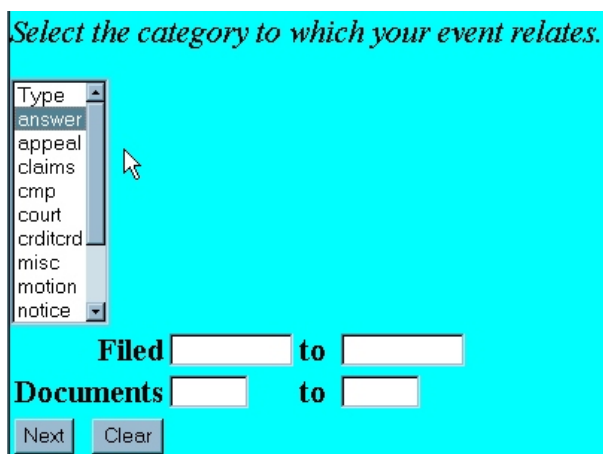
With Certificate of Service? y or n: y

Next

Clear

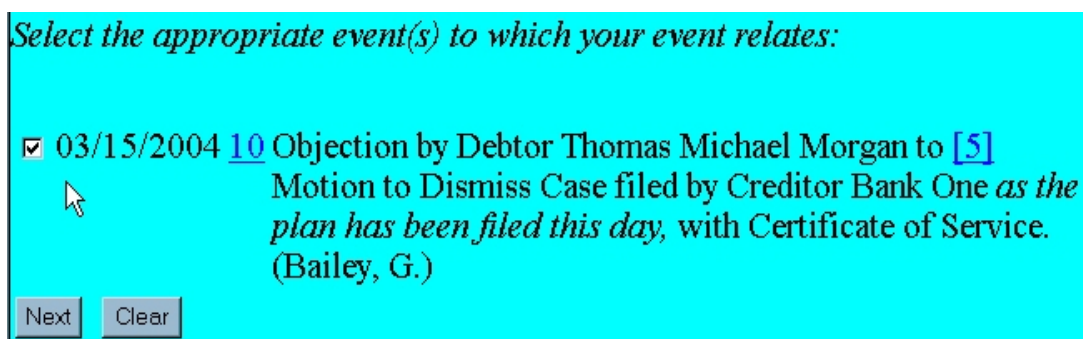
- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a certificate of service is attached.
- ◆ Click on the **Next** button.

STEP 15 The **Select Category** screen displays.



- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 16 The **Docket Text** screen showing all related documents pertaining to the category chosen in **Step 15** is displayed.



- ◆ Click in the box to the left of the motion(s) for which the answer, response, reply or objection refers.
- ◆ Click on the **Next** button.

STEP 17 The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Reply by Creditor Bank One [] to [10] Objection filed by Debtor Thomas Michael Morgan with Certificate of Service. (Bailey, G.)

Next Clear

- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

STEP 18 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Reply by Creditor Bank One to [10] Objection filed by Debtor Thomas Michael Morgan with Certificate of Service. (Bailey, G.)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries or to abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 19 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/22/2004 at 3:09 PM EST and filed on 3/22/2004

Case Name: Thomas Michael Morgan

Case Number: [2:03-bk-20820](#)

Document Number: [11](#)

Docket Text:
Reply by Creditor Bank One to [10] Objection filed by Debtor Thomas Michael Morgan with Certificate of Service. (Bailey, G.)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: \VPDFiles\Bankruptcy - Reply.pdf

Electronic document Stamp:
[STAMP bkccfStamp_ID=1019576470 [Date=3/22/2004] [FileNumber=12639-0]
[c06fbf338acf1e03180e19c88e5f5732c11c2b96dc140d2a2d9c52d4cfa9c898304ce11cbcf1a8e1da3e27f2756a7894218054cea8b6497433a6945f126b2d]]

2:03-bk-20820 Notice will be electronically mailed to:

2:03-bk-20820 Notice will not be electronically mailed to:

G. J. Bailey
300 Virginia Street East
Room 2400
Charleston, WV 25301

Helen M. Morris
P.O. BOX 8535